



Federal Election Commission  
999 'E' Street, N.W.  
Washington, D.C. 20463



# FEDERAL CAMPAIGN FINANCE LAW CONFERENCE

For Corporations and  
their Political Action Committees

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**Washington, D.C.**

April 22–23, 2004

FEDERAL ELECTION COMMISSION  
Washington, D.C. 20463

The Federal Election Commission is holding a comprehensive, two-day training conference in Washington, D.C. for corporations and their political action committees. This conference is designed to help corporations understand and comply with the federal campaign finance law, including the new requirements of the Bipartisan Campaign Reform Act (BCRA). The conference will provide an overview of the basic provisions of the federal election law and discuss its specific requirements as they apply to corporations and their PACs. In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

Space is limited, so please register by March 22. Registrations are limited to two attendees per organization and will be accepted on a first-come, first-served basis. If you have any questions, call the Commission at (800)424-9530 (press 1, then 3) or locally at (202)694-1100. We look forward to meeting with you.

## April 22

7:45 – 8:45	Registration/Breakfast	10:00 – 11:30	Breakout Sessions: (Choose one) Option A1: FEC Reporting for PACs *Filing requirements *Disclosing federal contributions and expenditures *Filing amendments
8:45 – 9:15	Welcome  Conference Overview		
9:15 – 10:45	Basics of the Law: the Big Picture *Contributions – limitations and prohibitions *Independent expenditures *Disclaimers – new rules *FEC's role		Option A2: Communications on Behalf of Federal Candidates and Parties *Potential audiences and messages *Electioneering communications *Coordination with campaign or party staff
10:45 – 11:00	Break		
11:00 – 12:30	Corporate PAC Fundraising, Part 1 *Restricted class *Solicitation notices *Collection of contributions	11:45 – 12:45	Lunch/Roundtable Discussions Another opportunity to informally discuss a topic related to federal campaign finance law with an FEC Commissioner or staff member.
12:45 – 1:45	Lunch/Roundtable Discussions At each table, an FEC Commissioner or staff member will informally discuss a topic related to federal campaign finance law. A list of the different table topics and discussion leaders will be provided at registration. Sit at the table of your choice.	1:00 – 2:30	Breakout Sessions: (Choose one) Option B1: Q&A With Your PAC's Campaign Finance Analyst An opportunity to meet the analysts who review your PAC's reports and ask reporting questions specific to your committee.  Option B2: Organizing Political Events on Behalf of Federal Candidates and Parties *Candidate appearances, "meet and greets" and fundraising events *Rules for corporate involvement *Use of corporate facilities and resources by campaigns, parties and individuals *New FEC travel rules
2:00 – 3:30	Corporate PAC Fundraising, Part 2 *Payroll deduction *Raffles and silent auctions *Meetings *Written and electronic communications		

## April 23

8:45 – 9:45	Breakfast with the IRS A guest speaker from the IRS will give an overview of the tax rules and answer attendee questions about tax law.	2:30 – 2:45	Break
9:45 – 10:00	Break	2:45 – 3:45	Wrap-Up Panel Discussion *Q/A with senior FEC staff *Sticky issues

## Conference Specifics

The registration fee is \$350 per attendee. Due to demand, there is a limit of two attendees per organization. The registration fee covers the cost of the conference, materials, two breakfasts, two lunches and refreshments. A late charge of \$10 will be added effective March 23. A full refund will be made for all cancellations received before that date. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

## Location and Accommodations

The conference will be held at the Loews L'Enfant Plaza, 480 L'Enfant Plaza, S.W., Washington, DC 20024. A room rate of \$189 (single or double) is available for hotel reservations made by March 22. Call toll-free 1-(800)635-5065 or locally (202)484-1000 (x5000) to make hotel reservations. To receive the special rate, you must notify the hotel that you are attending the FEC conference. After March 22, room rates are based on availability. The hotel is located near the L'Enfant Plaza Metro and the Virginia Railway Express stations. Parking is available at the hotel for a fee of \$15 per day and \$22 overnight.

## How to Register:

To register, complete the enclosed registration form or register online at [www.fec.gov/pages/infovc.htm#Conferences](http://www.fec.gov/pages/infovc.htm#Conferences). For registration information, call Sylvester Management Corporation at 1-(800)246-7277 or send an e-mail to [lauren@sylvestermanagement.com](mailto:lauren@sylvestermanagement.com).

Program Information: For information on the program, call the Federal Election Commission toll-free at (800)424-9530 (press 1, then 3) or locally at (202)694-1100.

# FEC Conference Registration Form

Name:

Position:

Organization:

Street Address:

City/State/Zip:

Telephone Number:

FAX Number:

E-mail Address:

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## Friday April 23 AM Breakout A Selection

Please check one of the following options:

Option A1: Reporting for Political Action Committees

Option A2: Communications on behalf of Federal Candidates and Parties

## Friday April 23 PM Breakout B Selection

Please check one of the following options:

Option B1: Q&A With Your PAC's Campaign Finance Analyst

Option B2: Organizing Political Events on Behalf of Federal Candidates or Parties

**To register, choose one of the three options below:**

1. Mail registration form and fee by March 22, 2004 to:

Sylvester Management Corporation  
PO Box 986  
Irmo, SC 29063

Please make check (\$350) payable to Sylvester Management Corporation; note *FEC 2004 DC Corporate Conference* on the memo line, as applicable. **Note:** Credit card payments will be credited as paid to Sylvester Management Corporation on your statement. For credit card payments, please complete:

I authorize payment to my credit card below:

Credit Card

☐ Visa<sup>®</sup>    ☐ MasterCard<sup>®</sup>    ☐ American Express<sup>®</sup>

Card Number

Expiration Date

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Name on Card

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Billing Address

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Signature of Cardholder

- 
2. Fax registration form and credit card payment information to (803)732-0135.
  3. Register online at: [www.fec.gov/pages/infosvc.htm#Conferences](http://www.fec.gov/pages/infosvc.htm#Conferences)